STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

Information Technology and Computer Skills Training

OUTLOOK 2007: LEARNING ABOUT ATTACHMENTS, FLAGGING, ADDRESS BOOK AND DISTRIBUTION LISTS (Virtual Lecture)

Where: Your Computer Desktop

Time: 9:00 a.m. - 10:00 a.m.

Investment: $25.00

NOTE: This class is a Distance Learning Class to be taken at your workstation. You will need speakers/headphones and a computer with high speed internet access. This is not a hands-on class.

Course Content

Working With Attachments
- How To Attach A File To A Message
- How To Preview Attachments
- How To Open An Attachment From The Message List
- How To Open An Attachment From An Open Message
- How To Save An Attachment
- How To Remove An Attachment

Flagging Messages And Color Categories
- How To Add A Flag For Follow Up
- How To Add A Flag With A Custom Date To A Message
- How To Flag A Message As Completed
- How To Create A New Color Category
- How To Assign A Color Category To A Message
- How To Set and Assign A Quick Click Category
- How To Set A Follow-Up Flag For Recipients

Using The Address Book
- How To Find, Add and Remove An Address In An Address Book

Creating Distribution List
- How To Create and Delete A Distribution List
- How To Add and Remove New Members To A Distribution List
- How To Send A Message To A Distribution List

Visit our website to find other technical and computer training programs.

www.training.oa.mo.gov